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Course Name

The Corporate Governance Masterclass

Sector Name

Audit, Risk and Governance

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The Corporate Governance Masterclass

Course Introduction

This five-day masterclass provides an in-depth exploration of corporate governance principles, board operations, and the strategic role of governance professionals in supporting effective decision-making at the highest organizational levels. Participants will gain practical insights into global governance frameworks, board meeting management, compliance reporting, and board development practices. Through real-life case studies, tools, and templates, the course equips attendees to elevate boardroom effectiveness, ensure legal and ethical compliance, and contribute to organizational resilience and sustainability.

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Target Audience

- ✓ Board Secretaries and Governance Officers
- ✓ Executive Assistants to the Board or CEO
- ✓ Legal and Compliance Officers
- ✓ Corporate Affairs and Strategy Professionals
- ✓ Risk and Internal Audit Managers
- ✓ Senior Administrators working with the Board
- ✓ Anyone involved in board administration, reporting, or governance support

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Learning Objectives

- ✓ Understand the principles of effective governance and global frameworks.
- ✓ Define the key roles and responsibilities of board members and governance officers.
- ✓ Plan, coordinate, and document governance meetings with strategic precision.
- ✓ Design transparent reporting systems and ensure regulatory compliance.
- ✓ Implement board evaluation, succession planning, and performance development strategies.
- ✓ Manage board documentation, filings, and digital governance tools effectively.
- ✓ Elevate their role as a strategic partner to the board and executive leadership.

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Course Outline

✓ DAY 01

Foundations of Governance Excellence

- ✓ Principles and pillars of effective corporate governance
- ✓ The role of governance in organizational sustainability
- ✓ Global governance frameworks (OECD, IFC, ISO)
- ✓ Understanding governance structures in public and private sectors
- ✓ Policies, charters, and internal controls
- ✓ Stakeholder roles and governance expectations

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Course Outline

✓ DAY 02

Board Structures and the Role of the Governance Professional

- ✓ Overview of board types and structures
- ✓ Roles and responsibilities of board members and executives
- ✓ The evolving role of the governance officer/board secretary
- ✓ Key skills and tools for governance professionals
- ✓ Code of conduct and ethical governance
- ✓ Working with Chairperson, CEO, and legal advisors

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Course Outline

✓ DAY 03

Strategic Planning and Board Meeting Management

- ✓ Annual board calendars and strategic planning cycles
- ✓ Types of board and committee meetings
- ✓ Agenda planning and documentation flow
- ✓ Pre-meeting preparations and compliance
- ✓ Managing boardroom dynamics during meetings
- ✓ Post-meeting tasks: minutes, action tracking, and archiving

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Course Outline

✓ DAY 04

Reporting, Compliance, and Governance Transparency

- ✓ Legal and regulatory reporting obligations
- ✓ Developing high-impact board reports
- ✓ Integrated and ESG reporting practices
- ✓ Handling confidential and sensitive disclosures
- ✓ Maintaining audit trails and compliance evidence
- ✓ Liaising with regulators and external auditors

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Course Outline

✓ DAY 05

Board Development, Risk, and Succession Planning

- ✓ Board performance evaluations and peer reviews
- ✓ Governance risk management and mitigation
- ✓ Succession planning and talent development
- ✓ Onboarding and training new board members
- ✓ Leveraging technology in board administration
- ✓ Wrap-up: governance maturity model and action planning

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 14, 2027	June 18, 2027	5 days	4250.00 $	UAE , Dubai
May 3, 2027	May 7, 2027	5 days	4250.00 $	UAE , Dubai
Aug. 16, 2027	Aug. 20, 2027	5 days	5950.00 $	USA , Texas
Oct. 19, 2026	Oct. 23, 2026	5 days	4250.00 $	UAE , Abu Dhabi

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